



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 5380.
13 May 1991

SPAWAR INSTRUCTION 5380.2A

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR RECREATION AND WELFARE ASSOCIATION

Ref: (a) SECNAVINST 5420.171A
(b) NAVCOMPT Manual Volume 7
(c) NAVSO P-3520
(d) SECNAVINST 7548.1

Encl: (1) Constitution of the Space and Naval Warfare Systems
Command Recreation and Welfare Association

1. Purpose. To publish the policies governing the administration and operation of the SPAWAR Recreation and Welfare Association, an official command activity.

2. Cancellation. SPAWARINST 5380.2 of 30 October 1989 is superseded by this instruction.

3. Background. Reference (a) identifies the Navy Department Employees' Recreation and Welfare Fund and Board (NDERWFB) which provides and administers appropriate financial support for employees' recreation programs in the Navy headquarters offices, commands and bureaus, and the Marine Corps. References (b) and (c) contain the policies and regulations which govern nonappropriated fund activities as prescribed by the Comptroller of the Navy. Reference (d) implemented procedures for the establishment, operation and management of DON civilian morale, welfare and recreation (MWR) activities and provides policy for the administration and operation of MWR activities. The SPAWAR Recreation and Welfare Association will operate in accordance with the provisions of references (a) through (d). Enclosure (1) identifies the constitution of the SPAWAR Recreation and Welfare Association.

4. Policy. It is the policy of this command to promote and provide well-rounded morale and recreational programs which encourage community interest and activity among employees. Such programs shall embrace a wide range of subjects, facilities and interests.

5. Operation of the Association

a. The SPAWAR Recreation and Welfare Association will be governed by a Board of Directors in accordance with the provisions of this instruction.

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b. The board is responsible to the Commander for sound management of the Association's business in accordance with the provisions of references (b) and (c) and this instruction.

c. The Association is served by the following officers: Chief Executive Officer, President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Bookkeeper. Their duties are set forth in enclosure (1).

d. The Association is responsible to the Commander for conformance to DOD and Department of Navy policies and regulations controlling nonappropriated fund activities.

e. Necessary services and assistance will be made available to the Association by command officials in order to assist the Association in the accomplishment of its recognized objectives. In the administration of the Association:

(1) The Office of Counsel (SPAWAR OOC) will provide legal counsel and services when appropriate.

(2) A Military advisor, appointed by SPAWAR 00, will advise Association officers on the propriety of planned uses and applications of recreation funds. He/she will also monitor the Association's financial records and compliance with regulations, and will provide guidance and assistance to Association officers as appropriate. The Military advisor is a non-voting member of the Association.

(3) The Comptroller (SPAWAR 01) shall be the financial consultant.

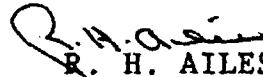
(4) The Public Affairs Director (SPAWAR 00L) will coordinate use of official SPAWAR publications for dissemination of information.

f. According to Navy policy, as set forth in references (b) and (c), the Association is an integral part of the Navy Department and is therefore entitled to all the immunities and privileges of a government instrumentality.

5. Association Funds. Sources of Association funds include an annual allocation from the NDERWFB, proceeds from the sale of tickets and services, and other activities. Recreation funds shall be used to support only those activities for which all personnel are eligible without regard to race, color, creed, national origin and sex. The same standards of strict accountability which are applied to the management of appropriated funds are applicable to nonappropriated funds. Procedures for administration and control of recreation funds are set forth in references (b), (c), and (d).

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6. Bonding and Liability Insurance. A blanket bond in the amount of \$25,000 purchased by the NDERWFB covers all officials and fund custodians of all Navy recreation associations. In addition, a comprehensive public liability insurance protects the funds, the Secretary of the Navy and the U.S. Government against liabilities arising out of activities of the various associations (see reference (a), section 05.2). These policies are in the custody of the NDERWDB treasurer.


R. H. AILES

Rear Admiral, U.S. Navy

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CONSTITUTION
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
RECREATION AND WELFARE ASSOCIATION

PREAMBLE

The Space and Naval Warfare Systems Command (SPAWAR) Recreation and Welfare Association is hereby established in order to foster the well-being and morale of military and civilian personnel of the command by encouraging, promoting and supporting artistic, athletic, amusement and social activities in which personnel can participate, regardless of gender, race, color, creed, physical/mental handicap or national origin, and by providing facilities and opportunities for assistance and mutual exchange of ideas.

ARTICLE I
POLICY

- A. The SPAWAR Recreation and Welfare Association (hereafter referred to as the "Association") will function within the provisions of governing Navy guidance and instructions.
- B. It shall be the objective of the Association to promote leisure time activities and to embrace a wide range of activities and interests.
- C. All business of the Association shall be conducted by the Board of Directors (hereafter referred to as the "Board").
- D. The business year of the Association shall be from 1 October through 30 September of the succeeding year.
- E. The various activities of the Association shall be essentially self-supporting. When activities cannot function on a self-supporting basis, the Association will consider a request for funds. Allocations must be approved by a majority of the Board of Directors.
- F. The Association shall not endorse or give financial aid to activities that are contrary to the purpose of the Association.

ARTICLE II
ELIGIBILITY

- A. All government personnel, military and civilian, employed by or assigned to duty with Headquarters, Space and Naval Warfare Systems Command (SPAWAR) and various related projected and liaison offices as approved by the Board are eligible for all benefits of the Association.

ENCLOSURE(1)

ARTICLE III
BOARD OF DIRECTORS

A. MEMBERS

1. There shall be a Board of Directors which shall have the responsibility for developing policies, regulations and programs necessary for the continued growth and proper administration of the Association.
2. Board members will be appointed in writing for a term of two years by COMSPAWAR. A roster of the appointed members will be maintained by the secretary.
3. Representation on the Board shall be based on the following distribution: each SPAWAR directorate/major staff code shall have one member (for purposes of this calculation, the SPAWAR 00 staff offices shall be considered as one directorate). Additional representatives may be assigned by COMSPAWAR as considered necessary to provide adequate balance and representation of the SPAWAR population. The maximum number of members for the Board is 15. Each Board member is entitled to one vote on issues brought before the Board.
4. Members shall remain on the Board until resignation, expiration of their appointment, or removal upon recommendation by a majority of the Board members with approval by COMSPAWAR. Unexplained absence from three consecutive meetings of the Board shall also be due cause for recommendation for removal. COMSPAWAR shall appoint members to fill any unexpired terms.
5. All members of the Board shall become familiar with the current regulations and handbooks governing welfare and recreation activities.

B. MEETINGS

1. A majority of the Board shall constitute a quorum for the transaction of business.
2. Regular meetings of the Board shall be held monthly at a time and place designated by the president. Special meetings may be called by the president as necessary.

ARTICLE IV
OFFICERS

- A. The Vice Commander, SPAWAR 09, will be the Chief Executive Officer of the Association.

ENCLOSURE(2)

B. Nomination and Election of Officers

1. The members of the Board of Directors will elect, by popular vote, the offices of president, vice president, secretary, treasurer, assistant treasurer and bookkeeper from the board membership every two years. Officers will serve two-year terms. A slate of nominees will be drawn up from the Board and election will take place in October of each year. Vacancies will be filled by appointment by the president for the remainder of the term, subject to approval by a majority of the Board.

C. Duties of Officers

1. The chief executive officer shall be the reviewing authority for the Association's budget and annual financial report and shall assume responsibility as the special advisor to the Board regarding management of the Association's business.

2. The president shall preside at all Board meetings, appoint a chairperson of each standing committee, and shall be responsible for the faithful execution of the decisions of the Board. In the event of a tie vote, the president's vote shall be considered the deciding factor. The president and a different Board member will represent the Command at each meeting of the Federal League of Welfare & Recreation Associations.

3. The vice president shall perform the duties of the president in the absence of the president as specified herein, act as parliamentarian at all meetings, conduct reviews of internal control procedures. The vice president shall also be responsible for the annual inventory of all Association property and the preparation of the Association's annual budget for approval by COMSPAWAR. The vice president will also be responsible for monthly reconciliation of the bank statement.

4. The secretary shall conduct necessary correspondence as approved by the president, keep minutes of all Board meetings and perform all duties usually ascribed to that office. The secretary shall ensure publication of a current Board directory, and of the Association's annual budget in the command's official employee newsletter. The secretary shall maintain membership records of the Board and retain all papers and records of the Association. These records shall include but not be limited to the following:

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3. The Association will support activities that fall within the purview of the Association, in accordance with available funds. Consideration for funding support will be based on:

- a. The purpose of the activity.
- b. The need for such activity.
- c. The participation of Command employees.

C. Expenditures

1. All expenditures of funds will be for the approved program and shall not exceed the amount authorized by the Board.

2. In cases of emergency, authorization for expenditure up to \$50 may be made by the president of the Association. However, such authorization must be explained to the Board at its next meeting and recorded against the planned annual budget.

3. Under no circumstances may the president authorize the expenditure of funds for which a sufficient balance is not on deposit.

4. Disbursement of funds shall be controlled in accordance with the policies and procedures set up in the NDERWFB.

5. A change fund not to exceed \$60 shall be maintained by the president for use by the members in the Recreation Association Room. This fund shall only be used for making change when selling items to members of the Association. The treasurer/assistant treasurer shall ensure all funds in excess of \$60 are deposited in the Association's bank account at least once a week and at the end of the last working day of the month. Receipts shall be maintained for all disbursements, with copies provided to the bookkeeper.

D. Reports and Oversight

1. The treasurer or assistant treasurer shall submit a report covering the financial status of the Association at each monthly meeting of the Board. Upon receipt of such a report, the Board may effect any change in the budget which appears necessary.

ENCLOSURE(6)

2. The MWR military advisor, president, vice president, and treasurer who are responsible for the activity's financial records will ensure annual reports are in appropriate formats and prepared by the bookkeeper. NAF financial statements must be prepared and forwarded to the NDERWFB Program Manager for SPAWAR which is the Naval Military Personnel Command. The president will ensure the reports accurately present the year's operating results and the financial conditions at fiscal year end. The reports will be submitted to COMSPAWAR via the chief executive officer within forty-five days after the end of the fiscal year.

3. A review and evaluation of the Association receipts and expenditures will be provided when financial statements are received by the SPAWAR Command Evaluation Office (SPAWAR 00G-3). The results of the review will be submitted to COMSPAWAR via the chief executive officer.

4. An unannounced cash count will be conducted at least semiannually by SPAWAR 00G-3.

5. The president shall ensure that all reports required by COMSPAWAR instruction or other mandating instructions are executed in a timely fashion.

ARTICLE VII
ACCOUNTABILITY OF PROPERTY

A. The Association may purchase property and equipment, consistent with reference (b), to support activities for the membership.

B. Property accountability procedures shall be established by the Board in writing following, to the most practical extent, the current Navy Class 3 and minor property accountability procedures.

C. Memorandum records shall be maintained on all equipment which shows a description of the equipment, date purchased, purchase price, and other pertinent data. A log book inventory will be maintained on all equipment. The equipment will be logged out when equipment is taken and logged back in when it is returned. Physical inventories of the equipment will be taken semiannually prior to the review of the accounts.

ENCLOSURE(7)

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ARTICLE VIII
AMENDMENTS

A. Amendments to the Constitution may be suggested at any meeting of the Board. Voting on such changes will not take place until the following meeting.

B. Majority vote of the Board members present shall propose the amendment to COMSPAWAR. Amendments become effective upon approval by the Commander, Space and Naval Warfare Systems Command.

ARTICLE IX
LEGAL COUNSEL

A. The officers and Board of Directors will consult the SPAWAR Office of Counsel with regard to legal issues affecting the program, its operations, property of, or in custody of the Association.

ARTICLE X
BY-LAWS

A. Supplementary policies, rules and guidance may be established as By-Laws to the Constitution as required.

ENCLOSURE(8)